

## FAQ's

### GENERAL GUIDANCE:

Stay informed by visiting the federal [Centers for Disease Control and Prevention](#) website and the [California Department of Public Health](#) website. Both websites are updated daily with the latest information and advice for the public.

As with any virus, especially during the flu season, the California Department of Public Health reminds everyone there are a number of steps individuals can take to protect themselves and those around them:

- ☐ Washing hands with soap and water.
- ☐ Avoiding touching eyes, nose or mouth with unwashed hands.
- ☐ Avoiding close contact with people who are sick.
- ☐ Staying away from work, school or other people if you become sick with respiratory symptoms like fever and cough.

### What is the STO telework program?

As you are all aware, Governor Newsom issued a "stay at home" order for the entire state of California. In light of this latest directive, as well as to ensure the health and safety of all our STO/BCA employees during this COVID-19 pandemic, the Treasurer is delegating authority to each Deputy Treasurer to work with their respective Division and/or Executive Directors to expand the emergency telework and/or rotational telework program to as many staff as possible, while still fulfilling our mission critical responsibilities. Please work with your direct supervisor on your eligibility for the emergency telework/ rotational telework program.

### What are the social distancing requirements?

Maintaining at least six feet from other individuals, not shaking hands, washing hands with soap and water for at least 20 seconds as frequently as possible or using hand sanitizer, covering coughs or sneezes (into the sleeve or elbow, not one's hands), and regularly cleaning high-touch surfaces.

### What is DGS doing to help prevent the spread of COVID-19?

As an extra precaution, in addition to the regular custodial duties performed by the DGS Facilities Management Division (FMD), DGS has begun a more frequent and rigorous disinfectant regime focused on high-touch surfaces, paying extra detail to surfaces in public areas such as doorknobs, bathroom fixtures, etc. Further, DGS will ensure public sanitizer dispensers are in all DGS-managed state offices. See [memo](#) from DGS.

Unfortunately, DGS cannot clean an individual's personal space due to potential liability issues (e.g. breakage of personal items). However, each office should have disinfecting wipes available to staff for the purpose of sanitizing personal space.

On March 19, 2020, Governor Newsom issued a [stay at home order](#) to protect the health and well-being of all Californians and to establish consistency across the state in order to slow the spread of COVID-19. Below are answers to frequently asked questions regarding this order:

**How long is the stay at home order going to be in place?**

The stay at home order went into effect on March 19, 2020, and will remain in place until further notice.

**What areas of the state are covered by the stay at home order?**

The order is in effect throughout the whole state of California.

**Are STO employees still required to work while the stay at home order is in place?**

The Stay at Home Order exempts "essential critical infrastructure workers" whose functions are necessary to maintain the continuity of operation of critical government services. As a Constitutional Office and Control Agency, the STO was established as and continues to be an essential function of California state government; therefore, employees whose roles are necessary to fulfill STO's mission critical responsibilities are still required to report to work. Please work with your direct supervisor on your eligibility for the emergency telework/ rotational telework program.

**What can I do while the stay at home order is in place? What's open?**

Stay home except for going to an essential job and/or getting essential needs.

Essential services will remain open such as:

- Gas stations
- Pharmacies
- Food: Grocery stores, farmers markets, food banks, convenience stores, take-out and delivery restaurants
- Banks
- Laundromats/laundry services

Essential state and local government functions will also remain open, including law enforcement and offices that provide government programs and services.

**What's closed?**

- Dine-in restaurants
- Bars and nightclubs
- Entertainment venues
- Gyms and fitness studios
- Public events and gatherings
- Convention Centers

### **Are there health risks to shopping at grocery stores and convenience stores?**

Crowded settings may increase your risk of exposure to COVID-19. When you need to go to the grocery store:

- Clean and disinfect frequently touched surfaces (such as shopping carts)
- Stay six feet (three paces) away from other people
- Avoid touching your face
- When you get home, wash your hands with soap and water for at least 20 seconds
- If soap and water aren't available, use alcohol-based hand sanitizer

If you are at higher risk of getting very sick (over 65 or with serious medical conditions), try to minimize errands by getting groceries delivered or asking for help from friends or family.

### **What leave benefits am I eligible for if I get sick or quarantined, have to take care of a sick family member, or have to care for my child due to school closures?**

There are a variety of benefits that you may be eligible for if you need to take time off from work due to the COVID-19 pandemic, including Paid Sick Leave, Paid Family Leave, and Disability and Unemployment Insurance. The <https://www.labor.ca.gov/coronavirus2019/> provides guidance to determine what type of leave is best for you and your family. If you have additional questions, please contact your Division Manager or Personnel Specialist.

### **What resources are available to assist individuals and small businesses at this time?**

The State Treasurer's Office has compiled three resource lists to assist individuals and small businesses:

- [Small Business Resources](#)
- [Tax Relief](#)
- [Food Access](#)

Additional State and Federal resources:

- [Resources from the State of California](#)
- [Resources from the Centers for Disease Control](#)
- [Resources from the CA Department of Health](#)

Should you have further questions, feel free to email [Exec1@sto.ca.gov](mailto:Exec1@sto.ca.gov)